DRAFT 1-12-72

MEMORANDUM FOR: Deputy Director for Intelligence

Deputy Director for Plans

Deputy Director for Science & Technology

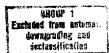
Deputy Director for Support Heads of Independent Offices

SUBJECT

: CIA Archival Program

- 1. It is necessary for CIA to retain certain of its records to document its activities for history.
- 2. We have the facilities at the CIA Archives and Records Center to store these records, but no program to insure their care and preservation.
- 3. I have instructed the Deputy Director for Support to appoint a CIA Archivist to work with your components to identify the records necessary to be retained and to establish an Archival Program for the Agency.
- 4. I hope you will give this your personal attention and support to insure that your components work with the Archivist in the establishment of the program.

William E. Colby Executive Director-Comptroller



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